

Seeking A Higher Standard

Shared Values, Principles and Vision

Employees of the City share values and principles which are moral and honorable. We share a vision of excellence. We adhere to an ethical standard of fairness, honesty and equitable treatment.

Strong Customer Service Philosophy

Outstanding customer service is our standard.

Accountable Employees

We have a sense of job ownership that comes from understanding how our job fits into the big picture.

Teamwork

We work cooperatively to address challenges facing our community and our organization.

Commitment to Quality

We are committed to providing responsive and quality service.

Commitment to Improvement

We strive to continuously improve our methods of doing business.

THERE'S MORE HERE™

The City of Livermore is currently seeking applications for Public Safety Dispatcher positions.

Compensation:
\$4,368- \$5,309 per month

Benefits:
Information is available online at

**[www.ci.livermore.ca.us/
personnel/empdocs.html](http://www.ci.livermore.ca.us/personnel/empdocs.html)**

or by referring to the Summary of Benefits insert.

The City of Livermore is an equal opportunity employer and supports workforce diversity.



CITY OF LIVERMORE
Human Resources Department
1052 South Livermore Avenue
Livermore, CA 94550-4899

phone: (925) 960-4100
fax: (925) 960-4105
TDD: (925) 960-4104
www.ci.livermore.ca.us

Building Community Creating Opportunity

- PUBLIC SAFETY DISPATCHER—LATERAL (Experience Required)

NOW ACCEPTING APPLICATIONS



Join In Making Livermore A Beautiful Place



TO APPLY:

To obtain a City of Livermore employment application and supplemental questionnaire, visit our website at www.ci.livermore.ca.us or contact the Human Resources Department at (925) 960-4100. A completed application and supplemental questionnaire must be received in the Human Resources Department to be considered for this position.

TESTING & SELECTION

The applications and supplemental questionnaires will be evaluated and the best qualified will be placed on an employment eligible list. At time of hire, proof of United States citizenship or authorization to work in the United States must be presented. The probationary period for this position is at least 18 months.

AMERICANS WITH DISABILITIES ACT (ADA)

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify the Human Resources Dept at the time you submit your application.

THE POSITION

The Livermore Police Department is currently recruiting Public Safety Dispatchers to receive 9-1-1 system emergency and non-emergency calls; dispatch assignments according to police and fire procedures; may be assigned to assist in processing of arrested persons; provide support services; and maintain records.

The ideal candidate will possess the following knowledge, skills, abilities, & characteristics:

- * *High energy and enthusiasm for assisting the public, public safety personnel, and other stakeholders*
- * *A genuine interest in serving the needs of the community*
- * *Team oriented and an effective communicator*
- * *Excellent multi-tasking skills in a fast paced environment*
- * *A willingness to learn new tasks as well as perform routine tasks at an optimal level of performance*

QUALIFICATIONS

Experience: Employment within the last six months as an emergency dispatcher in

a public agency with satisfactory completion of probationary period and performance evaluations(s) which indicate candidate has successfully met or exceeded standards. Personal computer experience is required.

Certification: Typing/Keyboarding Certificate certifying a proficiency of a net minimum 35 wpm. Possession of POST Public Safety Dispatching Certificate is required prior to the completion of the probationary period.

Other Requirements: Willingness and ability to work any shift in a 24 hour period, holidays, weekends, scheduled and emergency overtime, and be available for call back as required; attend classes during work and non-work hours as required; maintain the certifications necessary for this job classification; and wear a uniform and comply with departmental grooming standards.

Special Requirements: Essential duties may require the mental and/or physical ability to quickly read fine print, charts, graphs, maps, and computer monitors; see fine detail with no color deficiencies; hear and

understand radio and telephone transmissions through headsets, handsets, and speakers, sometimes with interference, static, and background noises, such as with others talking in the room, audible traffic noise, and telephone ringing; hear a telephone ring when the bell unit is located 30' away; discern various tones, rhythms, and series of "beeps" through a headset and over a speaker; discern when a person is speaking with varying degrees of volume, such as shouting or whispering including emotional states; speak quickly in a clear, understandable voice with sufficient volume and tone quality to project effectively over radio, telephone, and in person; move quickly about the building or to other buildings, as needed; stamina to sit for long periods of time and to work long hours; operate computer keyboards and complex radio computer equipment; strength to safely lift and maneuver up to 40 pounds; and quickly bend, reach, climb step stools, and stoop.